

## **SCHOOL FOR SERVICE INDUSTRIES**

### **OCR ADMINISTRATION NVQ LEVEL III**

#### ***Is this the right course for me?***

Yes, if you are looking to develop your administrative potential in the workplace.

Yes, if you are working in administration at a level which asks for good organizational and interpersonal skills along with the ability to work autonomously using own initiative.

#### ***What will I need to join the course?***

There are no formal entry qualifications and no age restrictions but you should already have a range of administrative experience behind you which can be developed with the backing of your employer. You will have the opportunity to discuss this at interview.

#### ***What will I be doing?***

The course is designed to develop your administrative work at a level which requires you to work on your own initiative, establish priorities and take responsibility for developing/improving administrative services. You will aim to gain a level of competence which will enable you to solve everyday problems. Whilst training, you will be aiming to enhance your existing skill and develop administrative systems and procedures in the workplace.

The full course consists of 6 units of competence covering general and more specialised units of administration skills (see overleaf). Individual training needs will be identified and achievement of competence will be demonstrated by a combination of assessment at the workplace and the production of a portfolio of work based evidence.

#### ***How long will the course last and what patterns of attendance are available?***

Following an induction process candidates will work at their own pace to gather evidence from work, with the permission of their employer, and will work individually with their appointed assessor to create a portfolio of evidence. Our assessors will visit you at work to plan and observe you whilst carrying out your work. It is expected that candidates would complete the course within in one academic year. Potential delegates will be invited for interview prior to starting the course.

#### ***How will my progress on the course be assessed?***

This is continuous through work based assessments as well as completion of a portfolio of work based evidence.

#### ***What will I achieve?***

You will build on your existing administrative skills by contributing to the development and implementation of administrative services within your organization. The successful student will gain the OCR Administration NVQ Level III, listing all the units included in the award. (See unit titles overleaf)

#### ***What does it cost?***

Tuition Fee TBC  
OCR Registration/Examination Fee TBC

*Continued Overleaf....*

***And the future?***

NVQ's are employer led national qualifications which prepare you well in a practical way for work at a higher level. You can seek employment in the administration field or add to your skills upgrading your qualifications or by attending further courses in Information Technology.

***What should I do now?***

If you wish to be interviewed for a place on this course please complete an application form and return it to the **Main Reception**.

If you have any queries please ring **The Advice Centre** on freephone 0800 854 695.

*It is the policy of this College that everyone is entitled to equality of opportunity in education and training.  
Please note that all the details on this fact sheet were correct at the time of printing and may be subject to change.*

If you would like this factsheet in larger print or alternative format, eg Braille or audio tape, please contact Study Skills Support on (01502) 525191